



NORTHWEST POWER NORTHWEST VALUES

Job Title & Series:

Personnel Security Specialist, GS-0080

Job Announcement Number:

9761-12

Grade & Salary Range:

GS-09: \$50,021 - \$65,023

Full performance level: GS-9

Opens: 01/23/2012

Closes: 02/03/2012

(Applications must be received by 11:59 p.m. Pacific Time)

Anticipated number of positions to be filled: More than one position may be filled.

Location: Portland, OR

Type of Position: This is a Permanent position with a full-time work schedule.

Organization:

Internal Business Services / Security & Continuity of Operations / Security & Emergency Response (NNT)

Benefits: BPA offers a comprehensive benefits package. <http://www.jobs.bpa.gov/Benefits/>

Eligibility

Applications will be accepted from current and former competitive service Federal employees, and those eligible under special hiring authorities. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

About BPA

The Bonneville Power Administration has been powering people and careers for nearly 75 years. We are a non-profit federal agency that provides clean, emissions-free electricity to the Pacific Northwest and maintains a high voltage transmission system to deliver that electricity. We are a leader in sustainability and environmental stewardship, promoting energy efficiency, renewable energy, the smart grid, fish and wildlife protection and initiatives to address climate change. We are a visionary and innovative agency that values diversity and creativity and encourages continuous learning. We are located throughout the Pacific Northwest with opportunities in cities, smaller communities and rural areas. You can learn more about BPA at www.bpa.gov.

Job Summary & Major Duties

Join us in this exciting opportunity to serve as a Personnel Security Specialist in the Security and Emergency Response organization for the Bonneville Power Administration. The incumbent of this position performs analytical, planning, advisory, operational, and evaluative work concerned with the determination of the suitability and security eligibility of individuals for entry and retention in sensitive and non-sensitive positions, with the control of foreign national visits and assignments, and with the development of BPA policy and guidelines for meeting DOE and NERC CIP requirements related to these activities. Major duties include:

- Facilitate and monitor the BPA implementation of the requirements and procedures of the DOE Personnel Security Program and NERC CIP Personnel Risk Assessment requirements.
- Facilitate and monitor the BPA implementation of the requirements of the DOE Unclassified Foreign Visits and Assignments Program;
- Indoctrinate and train organization personnel in the need for observing personnel security requirements;
- Serve as a major authoritative source of personnel security program knowledge for all BPA organizations and for interpreting all current and new policy promulgated at higher organizational levels, to include national security and Department of Homeland Security personal identification and biometrics requirements for all Federal employees;
- Participate actively in interagency or inter-organizational meetings, committees, work groups, and other project teams to develop BPA security strategies, implementation instructions, and plans that may impact interagency working relationships, procedures, and operations; and acts as a consultant for other utilities on all facets of a well-organized, complete, and effective security program.

The Security and Emergency Response (SER) organization is dedicated to the protection of BPA's workforce, its operational systems, and the overall critical physical assets used to reliably carry out its mission for the citizens of the Pacific Northwest.

This organization assists BPA's headquarters and field organizations with strategies and logistics in achieving adequate security, supports response readiness in preparation for major disruptive events, and helps to offset the Agency's security and emergency response risks. Major support services include assessments, evaluations and

recommendations for improvements in overall security within the BPA administrative, informational, operational and maintenance programs.

Security and Emergency Response provides emergency response and planning actions in coordination with the agency's Business Continuity program. In addition, it integrates security system performance evaluations, budget coordination for security enhancements, compliance determinations, contract management of security service contractor organizations, administrative processing of background inquiries and federal badging standards, crisis intervention, crime witness program management and follow-up investigations to security incidents.

Security and Emergency Response provides policy consultation and direction, interpretation of various security requirements and guidelines, and supports the implementation of security program measures based on Executive Orders, other laws, administrative rules and directives required under Department of Energy (DOE), Department of Homeland Security (DHS), North American Electric Reliability Corporation (NERC) Critical Infrastructure Protections (CIP) standards, including risk mitigation needs as prescribed by risk assessments of BPA's critical infrastructure assets.

Security and Emergency Response also serves as a regional/national lead for critical infrastructure protection, providing subject matter experts towards regional disaster resiliency (emergency response planning, and exercises). To accomplish this, the organization provides liaison support for BPA's integration of security systems and programs with agencies and organizations within the Federal Columbia River Power System (including Corps of Engineers, Bureau of Reclamation), overall public and private utility organizations within the Pacific Northwest, including partnerships with infrastructure protection representatives involved with DOE, DHS, NERC, Western Electric Coordination Council, and various emergency response organizations such as other federal, state, county and local Agencies.

Qualifications

SPECIALIZED EXPERIENCE

GS-09:

1. Experience performing analytical, planning, advisory, operational, and/or evaluative work regarding the determination of the suitability and security eligibility of individuals for entry and retention in sensitive and non-sensitive positions and the control of foreign national visits and assignments; **and**
2. Experience with data management and tracking related to access control systems used in multiple locations.

In order to be rated as meeting the minimum qualifications, we must be able to determine from your application package (includes resume, cover letter and or other supporting material) that you have a minimum of **one year** of the specialized experience requirement described above. *Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.*

NOTE: Minimum Qualifications and Time-in-Grade Requirements must be met within 60 calendar days of the closing date of this announcement. Applicants must have served 52 weeks at the next lower grade level in the Federal service. To be creditable, specialized experience must have been equivalent to the next lower grade of the position to be filled.

EDUCATION

Substitution of education for specialized experience: Completion of education in the amounts shown below is qualifying at grade GS-9 if it provided the knowledge, skills and abilities necessary to do the work of the position.

GS-9: 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree.

KNOWLEDGE, SKILLS, AND ABILITIES

Your application materials will be reviewed against the knowledge, skills and abilities (KSAs) listed below to determine your qualifications.

Please describe your experience and thoroughly address the statements below within your resume, cover letter, and/or other supporting material you choose to submit. Work product examples will not be reviewed unless specifically requested. **Clearly articulating your work experience to determine the application of this knowledge, these skills or abilities through performance is critical to determining your qualifications for this position.** For more information on how to provide supporting information for KSAs, please visit http://jobs.bpa.gov/How_To_Apply/ksa.cfm.

1. (Technical) **Knowledge of policies, principles, concepts, practices, and analytical and evaluative methods and techniques applicable to personnel security sufficient to identify, evaluate, and recommend to management appropriate solutions to well-defined questions or conditions.** (Your application materials should demonstrate your experience with personnel security work. Include any studies or analyses of personnel security issues in which you participated and your role. Also include your experience developing policies, procedures, methods, and/or training related to security. Describe any recommendations you provided to management to solve specific questions or conditions. Also, any experience, training or education you have in the use of analytical and evaluative methods and techniques.)
2. **Skill in effective communication, both verbally and in writing, to develop and deliver briefings, status/staff reports, and correspondence in order to foster understanding and acceptance of findings and recommendations and to explain policies to BPA performance and program managers.** (Your application materials should demonstrate your experience communicating verbally, in writing, and through effective presentations, including the purpose and result of that communication. Include specific instances in which you communicated to present, explain, and defend controversial issues; to influence, persuade, or motivate others; to plan, coordinate, or advise on work efforts; and/or to obtain, clarify, or provide facts or information.)
3. **Ability to work effectively on a team and support interpersonal relationships with a wide variety of personnel. Include your experience interacting in highly charged emotional situations.** (Your application materials should demonstrate your experience participating as a team member including the team's mission or function, and your role relative to dealing with divergent viewpoints and using collaborative skills to reach desired outcomes.)

ADDITIONAL REQUIREMENTS

- Incumbent will need to obtain an L (Secret) clearance.

SECURITY & SUITABILITY

The sensitivity level of this position is designated as 'Low Risk – Nonsensitive', which requires that the selectee pass a National Agency Check with Inquiries (NACI) personnel investigation and receive a favorable suitability determination. For more information please visit: http://jobs.bpa.gov/How_To_Apply/faqs.cfm#18

Application Package Checklist

- ☐ Resume, cover letter, and/or other supporting material you choose to submit that fully describe your education and experience. Application must contain sufficient information to determine eligibility for the position. (Optional Application for Federal Employment (OF-612): <http://www.usajobs.opm.gov/of612.asp>.)
Applications must include the following information:
 - Job Announcement number, title, and grade
 - Full legal name, mailing address, contact telephone number and email address
 - Country of citizenship (SSN or other ID is not requested at this time)
 - High school attended which includes name of high school and location.
 - Employment history including unpaid positions with job title, grade (if Federal), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), salary, and hours worked per week. Explain any gaps in employment.
 - Indication if we may contact your current supervisor.
 - List of other job-related training, skills, certificates and licenses, recognition, professional memberships, publications, leadership activities, or other relevant information.
 - Grade level(s) for which you are applying.
- ☐ If you are applying as a reinstatement or status candidate from another Federal agency, please include a copy of your most recent Standard Form (SF)-50, Notification of Personnel Action.
- ☐ College transcripts (photocopies are acceptable) for positions with education requirements.
- ☐ VETERANS: To be considered for veteran's preference, a copy of your DD-214 (Member 4) is required. 10-point veterans must also provide a copy of their SF-15 and associated documentation.
- ☐ All applicants are encouraged to complete and submit BPA Form F3330-11e, Applicant Disability, Race/National Origin and Gender Identification form and Applicant Source Form located at the end of this announcement, or at http://jobs.bpa.gov/How_To_Apply/forms.cfm.

How to Submit Your Application

Applications may be emailed, faxed or mailed. Due to security requirements, we only accept hand-delivered application from individuals who currently have badge access to the building.

- **Email to:** jobs@bpa.gov with the Job Announcement Number in the subject line and on any attachments.
- **Fax to:** 503-230-3149

- **Send via US Mail to:** Bonneville Power Administration, ATTN: Human Capital Management, NHQ-1, PO Box 3621, Portland, OR 97208-3621.

You will be notified via email to confirm receipt of your application package. *Applicants should retain a copy of their application as BPA does not return applications or provide copies.* For more information on the hiring process, please refer to: http://jobs.bpa.gov/How_To_Apply/whathappens.cfm.

Additional Information

Veterans Information: <http://www.usajobs.gov/vi>

Career Transition Assistance Program/Interagency Career Transition Assistance Program

(CTAP/ICTAP): Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. **Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.** For additional information please refer to <http://www.opm.gov/ctap/>

EEO Policy Statement: <http://www.usajobs.gov/eeo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>

Forms Availability: All application materials may be obtained by calling 503-230-3230, or 1-877-975-4272 or visiting: <http://www.jobs.bpa.gov> .

Applicant Source Form

The Bonneville Power Administration's Human Capital Management office has an ongoing process improvement objective associated with recruitment and outreach strategies. In order for us to assess the effectiveness of our current advertising and Recruitment efforts, please identify how you learned about this job by marking the appropriate box below:

Vacancy Announcement Number	Position Title, Series, Grade
<input type="text"/>	<input type="text"/>

☐ **BPA Website**

☐ **USAJOBS Website**

☐ **Job Board** (CareerBuilder, Craigslist, Employment Dept, etc.)

(please specify): _____

☐ **Industry Website or Event** (National Institute of Government Purchasers, GreenDrinks, etc.)

(please specify): _____

☐ **Social Media Website** (Facebook, LinkedIn, etc.)

(please specify): _____

☐ **Career Fair** (campus events, community event)

(please specify): _____

☐ **BPA employee**

☐ **Other (please specify):** _____

U.S. Office of Personnel Management Guide to Personnel Data Standards	ETHNICITY AND RACE IDENTIFICATION (Please read the Privacy Act Statement and instructions before completing form.)
Name (Last, First, Middle Initial) <div style="background-color: gray; width: 50px; height: 15px;"></div>	
Agency Use Only	
<p>Privacy Act Statement</p> <p>Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.</p> <p>This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.</p>	
<p>Specific Instructions: The two questions below are designed to identify your ethnicity and race. Regardless of your answer to question 1, go to question 2.</p>	
<p>Question 1. Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.</p>	
<p style="text-align: center;">RACIAL CATEGORY (Check as many as apply)</p>	<p style="text-align: center;">DEFINITION OF CATEGORY</p>
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

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